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SANDCRAB Lite

version 6.0.217

User's Guide

Cancer Abstract Reporting Software

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The SANDCRAB Lite manual does not replace the Texas Department of Health, Texas Cancer Registry, Cancer Reporting Handbook. This Sandcrab Lite manual was designed for use with the Cancer Reporting Handbook.

INTRODUCTION TO SANDCRAB LITE

SANDCRAB (**S**tatewide **A**lgorithm a**N**d **D**atabase for **C**ancer **R**egistration and **AB**atement) Lite (SCL) is a cancer abstract reporting software designed to be used by facilities that report to the Texas Cancer Registry (TCR). It is a modified version of the SANDCRAB software that is used by the Texas Cancer Registry to process and store all reported cases. SANDCRAB Lite was developed to meet state reporting requirements. The abstract entry function has many features that facilitate the data entry process. Reference reports that can be displayed or printed are generated from the data entered. Using SANDCRAB Lite will improve registry data quality by incorporating standard edits that are applied to the data prior to submission. This approach allows for resolution of problems at the data source.

SANDCRAB Lite 6.0 system requirements are:

A 300MHz or Pentium based personal computer
64 MB or more RAM if using Windows 95 or Windows 98
128 MB or more RAM if using Windows ME, Windows 2000, Windows NT, Windows XP
CD-ROM Drive
1.44 MB 3 1/2" floppy drive
Approximately 30 MB (30,000,000 bytes) or more Free Hard Disk Space. This amount is only the amount needed to install the SANDCRAB Lite programs. Additional disk space will be needed as records are added to the database.

NOTE: Double sided/Double density 360K and 720K floppy diskettes are **not** acceptable.

SANDCRAB LITE INSTALLATION

1. If upgrading from SANDCRAB Lite 4.0, perform the "Submit Cases" function before upgrading to version 6.0.

2. The ERROR.DBC, ERROR.DCT, ERROR.DCX, NAERROR.CDX, NAERROR.DBF, and NAERROR.FPT files must be backed up and should be in the C:\SCL\DBFS directory for SCL4.0 users.

3. Insert the SCL 6.0 Installation CD into the CD Rom drive. The SCL Installation Software Setup screen will be displayed. If this screen does not automatically begin continue with step 4.

4. Click the "START" button, usually on the lower left-hand side of your screen.

5. Highlight the "RUN" menu choice.

6. When the "RUN" dialog box is displayed, click on the browse button to locate the setup.exe on the installation CD. This will be in the D:\ on most systems. An alternative method is to type **D:\setup.exe** in the text box beside the word "open".

7. The SCL Installation Software Setup screen will be displayed.

8. Click on the "Continue" button.

9. Name and Organization Information box will be displayed. Type your name in the Name Field and name of the facility in the Organization Field and click the "OK" button.

10. The Name and Organization Confirmation box will be displayed. If everything is correct, click on the "OK" button. If a correction is needed, click on the "BACK" button. This will take you back to step 9.

11. The installation setup screen will be displayed once again, showing the destination folder where the software will be placed. This will default to the C:\SCL5 directory. Click on the "OK" button.

12. A screen will be displayed stating, "To start installation, click on the large button". Click on the button with a picture of a computer in it.

13. A screen with "Choose Program Group" will be displayed.   "Visual FoxPro Application" will be the default. Click on the "Continue" button.

14. A final screen will be displayed with "SCL Installation Software Setup was completed successfully". Click the "OK" button.

Note: The data that is in SCL 4.0 will automatically be moved to the new version of SCL.

After the install, a shortcut will automatically be placed on the desktop. If a shortcut is not created automatically, one can be created by following the next six steps.

1. Open Windows Explorer and display the C:\SCL5 directory.

2. In the SCL5 directory will be a sandlite file. If the computer is set to display extensions, the full name will be displayed, which is sandlite.exe.

3. Right click on the sandlite file and select the menu choice "Create Shortcut".

4. When the shortcut is created, it will be highlighted. Right click and choose the "Cut" menu choice.

5. Close or minimize the Windows Explorer.

6. Choose an empty area on the desktop, right click, and choose the "Paste" menu choice.

This process will place a shortcut which can be used to start the application. The icon can be changed to the icon found in the SCL5 directory or you may leave it as a fox. (This will not affect the application).

To change the icon:

1. Right click on the shortcut that was created.

2. Select the "Properties" menu choice.

3. Click on the "Shortcut" tab.

4. Click on the "Change Icon" button.

5. When the "Change Icon" window is displayed, click on the "Browse" button.

6. Browse to the C:\SCL5 directory and choose the Sandcrab file. If the system is set to view extensions, this will be sandcrab.ico.

7. With the sandcrab.ico file selected, click on the "Open" button.

8. Click on the "OK" button.

9. Click on the "Apply", then "OK" buttons back on the "Change Icon" dialog. There should now be a new icon.

INSTALLING SANDCRAB Lite VERSION 6.0 ON A NETWORK

If SCL will be installed for use by multiple users, someone familiar with the facility's network will be required.

1. Perform the normal install on the first workstation.

2. After the first install is complete, use Windows Explorer and cut the "DBFS" folder. This will be in the SCL5 folder if the default installation is used.

3. Paste this folder on the network where the users will be working. If the table is to be shared, this will be a common directory where the users have access rights.

4. When you run the application for the first time, since it cannot find the "DBFS" folder, a locate file box will display, asking you to locate the "CONFIG.DBF" table.

5. Select the drive and folder location where the "CONFIG.DBF" is on the network.

6. Next, the locate file box will not be displayed again unless the tables are moved or the workstation has lost it's network connection.

7. If other workstations will use the application, perform the install, but delete the "DBFS" folder.

8. The locate file box will display the first time the application is run on each workstation. Follow step 5 for each station.

9. Repeat steps 7 and 8 for each workstation.

MULTIPLE USERS / SCL USE WITH OTHER SOFTWARE

USING SANDCRAB LITE TO ENTER CASES FOR MULTIPLE FACILITIES
To add records for different facilities, type the appropriate Reporting Facility Number over the ID number on the current blank abstract. This will only need to be performed once. Additional entered cases will default to the correct reporting facility ID number. When records are ready for submission for multiple facilities, the Submit Cases function will display a selection box with a complete listing of entered facilities. Select the applicable facility for submission and follow the instructions on pages 10 –12. To run various facility data reports refer to pages 37 – 40 in this manual.

USING SANDCRAB LITE FOR ONE FACILITY ON MULTIPLE, STAND-ALONE COMPUTERS (NOT NETWORKED)
If SANDCRAB Lite is installed on more than one stand-alone computer for the same facility, it is very important that each computer assigns registry numbers for each case and the same number not be assigned by another computer. If the computers are not networked, they do not communicate, so the coders using the software must manually assign these numbers. Registry numbers can be assigned to cases before they are entered. Some facilities choose to use all even registry numbers on one computer and all odd registry numbers on another computer. Another idea is to keep a log listing the next available number. The registry number default for each case can be edited if the default value is not the number that should be assigned to the case.

Remember to use a different diskette for <u>each</u> computer if the submission is being performed on the same day. Using the same diskette for multiple submissions on the same day will overwrite the prior submission if the submissions are performed on different computers.

FACILITIES THAT USE COMMERCIAL REGISTRY SOFTWARE
To prevent duplication of registry numbers, if SANDCRAB Lite is used in addition to another commercial registry software, start with a high number, such as 200310001, instead of 200300001 for the facility's first 2003 SANDCRAB Lite case.

HOW TO START AND EXIT SANDCRAB LITE

STARTING SANDCRAB LITE
If using Windows 95, Windows 98, Windows 2000, or Windows XP click on START and go to PROGRAMS, SANDCRAB Lite (user defines during installation) and SANDCRAB LITE 6.0. If a SANDCRAB Lite icon is created on the desktop, double-click on the icon.

Depending on the type of processor the computer has, it may take a few moments for the SANDCRAB Lite screen to appear. If the screen displays too small, the screen resolution may be changed to increase the screen size.

To change the screen resolution in Windows 95 or Windows 98, position the mouse on a blank area on the desktop and click the right mouse button. A gray menu box listing 7 items should display. Select Properties, the last item listed. Next, select the "Settings" tab. In the desktop area section, move the lever to the far left, towards the "Less" label, so that the description changes to "800 by 600 pixels". Click the [OK] button to save the changes.

The computer may require re-starting before the changes take effect.

EXITING SANDCRAB LITE
Exit SANDCRAB Lite by selecting the Exit System button.

EMERGENCY EXIT COMBINATION
[Ctrl] + [Alt] + [Delete] keys combination is a "hot-key" combination that should be used to exit SANDCRAB Lite software without corrupting any files in the occurrence of a lock-up. After this combination is performed, a Close Program box will appear. Click on the [End Task] button, wait a few seconds, and click on the [End Task] button again.

MOVING BETWEEN MENUS IN SANDCRAB LITE

USING A MOUSE WITH SANDCRAB Lite

Move the mouse pointer to the desired menu or menu item and click the left mouse button to open a menu or activate a menu item. Click [Exit] on the Data Entry menu to exit SANDCRAB Lite.

MENUS IN SANDCRAB LITE

The main screen has three menu tabs: Data Entry, Maintenance/Setup and Reports. See **Figure 1**.
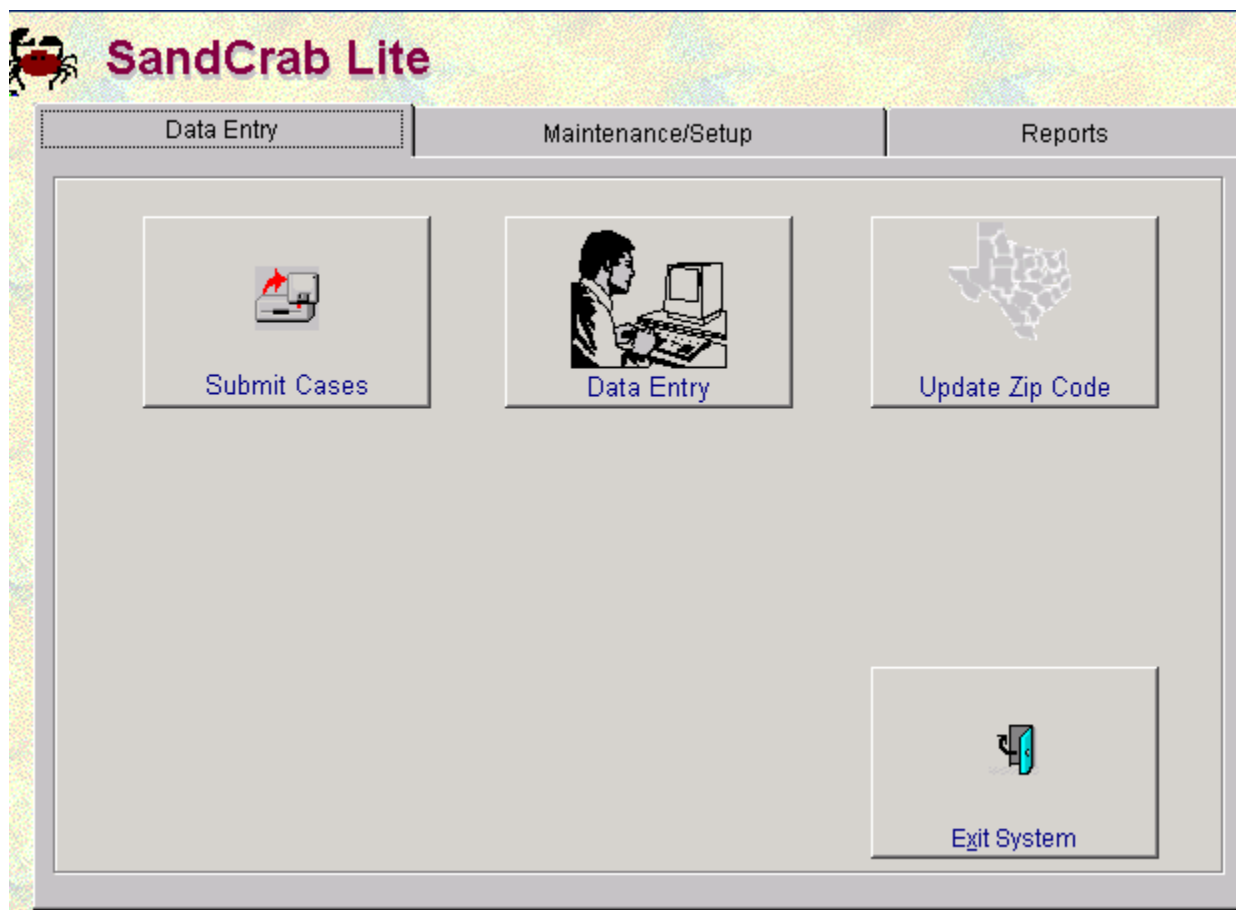
Figure 1. SANDCRAB Lite Screen and Menus.

DATA ENTRY MENU

The DATA ENTRY menu contains four functions, Submit Cases, Data Entry, Update Zip Code, and the Exit System for SANDCRAB Lite. (See **Figure 1**.)

SUBMIT CASES

This option allows the user to report cases to the Texas Cancer Registry via File Transfer Protocol (FTP) or copied to a floppy diskette. To submit completed cases follow steps 1 – 6 listed below.

SUBMIT CASES BY DISKETTE

1. Insert a blank formatted diskette into the computer, usually Drive A:\.

2. Position the mouse over the Submit Cases button. Click on Submit Cases to Floppy Disk. (If your SANDCRAB Lite is installed on the network, this can be accomplished from any computer workstation.) See **Figure 1A**.
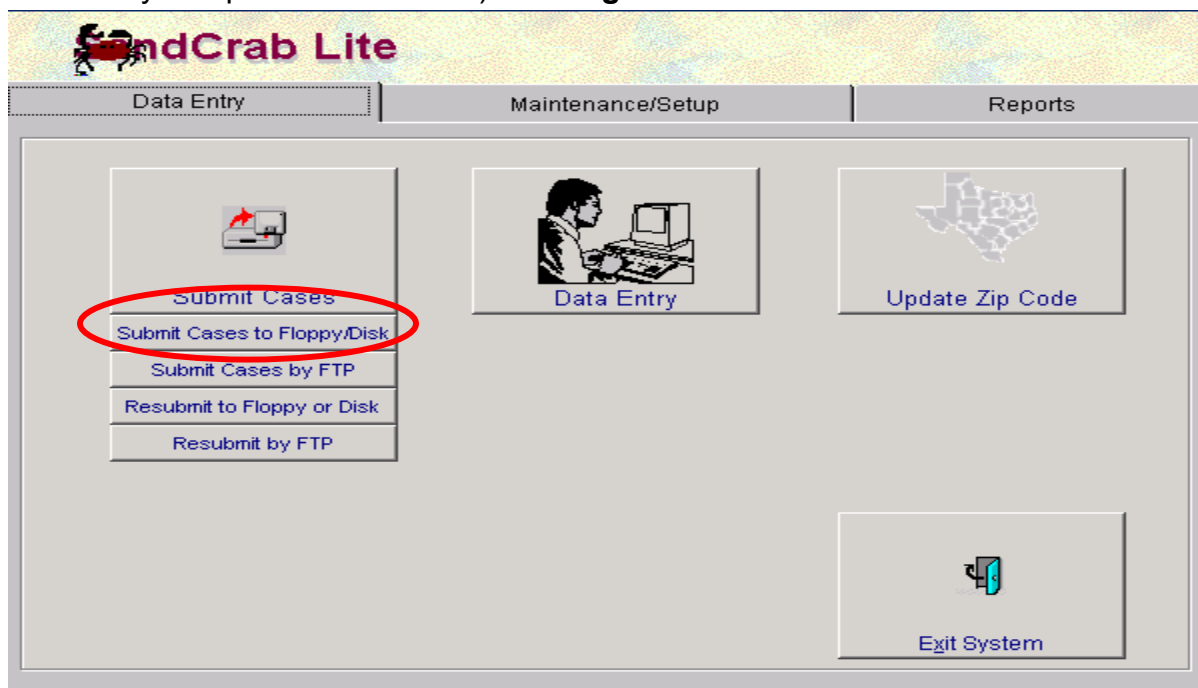
Figure 1A. Submit Cases to Floppy Disk

3. Select the directory to copy the files (usually A:\). See **Figure 2**.
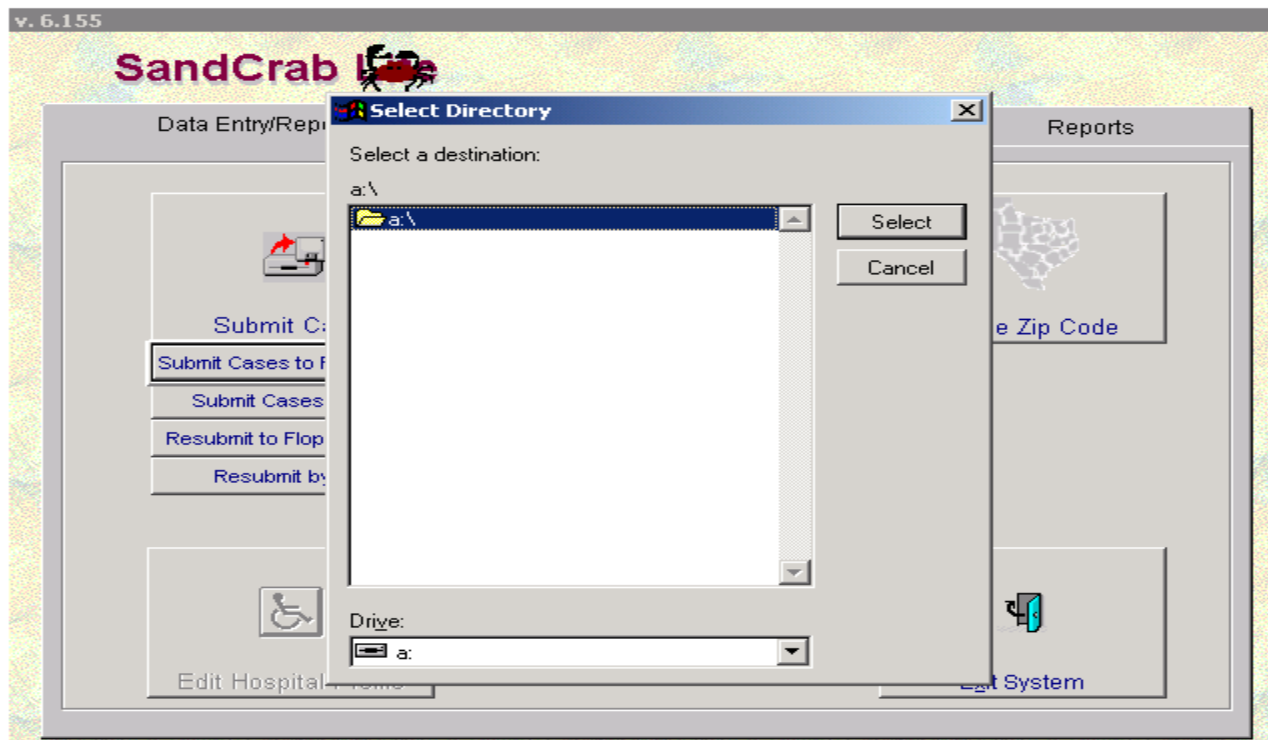
Figure 2. Select a Directory

4. If a blank formatted diskette is in Drive A:\, the default will be Drive A:\. If a diskette is not in Drive A:\ the default will be Drive C:\. **Drive A:\ must be selected**. Click on the "Select" button.

5. The same diskette may be used to report multiple times in a single day for the same facility if the same computer is used. If facility 234 reports for the first time on April 10, 2003, the files will be named 23404103.DBF and 23404103.FPT. If the same facility reports a second time on April 10, 2003, the files will be named 2340410A.DBF and 2340410A.FPT. If a report is done a third time on the same computer on the same day, the files will be named 2340410B.DBF and 2340410B.FPT. The report can be performed on the same computer up to 27 times, using letters A through Z. Reporting more than 27 times a day will cause errors. If a report is attempted using the same disk on the same day for the same facility on non-networked computers, any previous report files will be overwritten without warning.

6. A report listing the cases to be included in the submission will be displayed. Selecting [Yes] will give the option to view the cases being reported. To print the report, exit the preview screen, and when prompted with "Send report to printer?" click [Yes].

7. If [Yes] is selected, the program will copy the necessary files to the diskette, and will save a copy of the files to the computer's hard drive in **C:\SCL5\DBFS\Reported** (if installed on a stand-alone computer). When the files have been copied, the message **"A:\23404103.dbf was created with xx records, a backup is located in C:\SCL5\DBFS\Reported, click on the "OK" button to complete the process"** will display.

8. Complete a copy of the Transmittal Form. Both the instructions and a blank Transmittal Form for xeroxing are located in Appendix C. Additional information regarding the Transmittal Form is located in the <u>Texas Cancer Registry Cancer Reporting Handbook</u> dated July 2003. Mail the diskette and completed Transmittal Form to:

   Texas Department of Health
   Cancer Registry Division – SANDCRAB Lite
   1100 West 49th Street
   Austin, Texas 78756

   <u>When submitting, remember to use a different diskette for each facility. The same diskette may be used to report multiple times for the same facility on the same day, as long as the diskette is used on the same computer.</u>

SUBMIT CASES BY FILE TRANSFER PROTOCOL (FTP)

Note: To submit cases by FTP, you must be logged onto the Internet. If the connection is a broadband connection such as a T1 line, the Internet is already on. If using an Internet Service Provider (ISP), log on to that service provider, minimize the connection, go to SCL 6.0 and submit cases. SCL will send the cases to the correct server at TDH. Typing a web site is not necessary.

1. Place the mouse over the Submit Cases button. Click on Submit Cases by FTP. See **Figure 2A**.
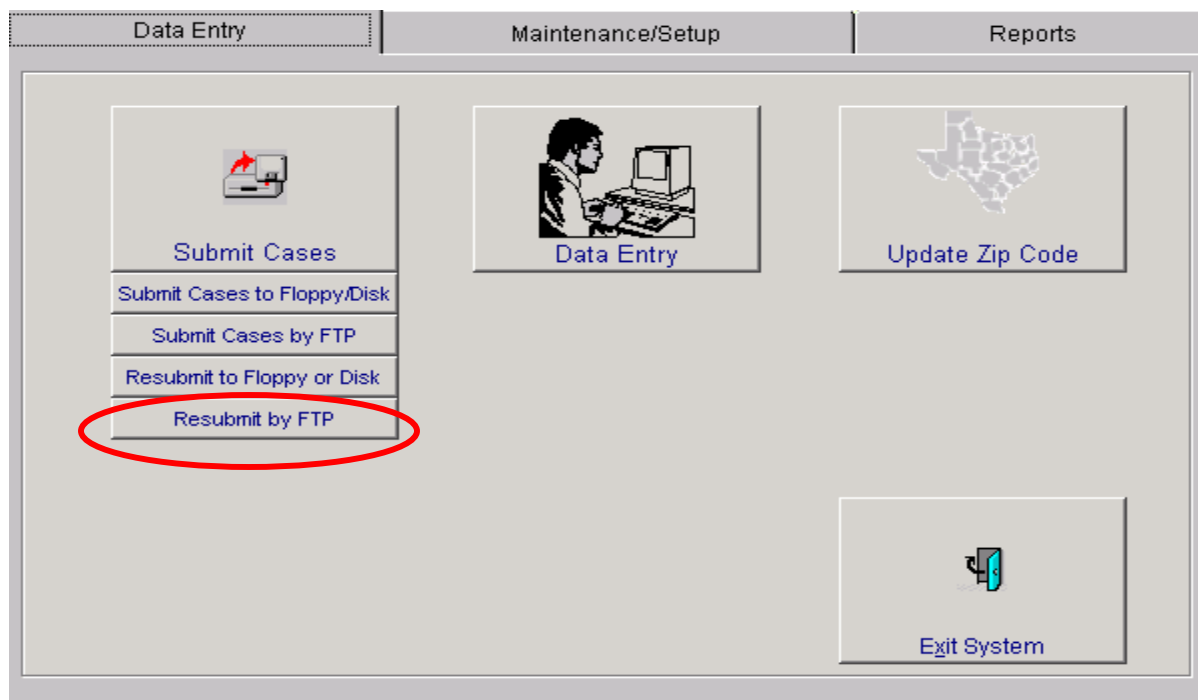
Figure 2A. Submit Cases by FTP

2. A report listing the cases to be included in the submission will be displayed. Selecting [Yes] will give the option to view the cases being reported. To print the report, exit the preview screen, and when prompted with "Send report to printer?" click [Yes].

3. If [Yes] is selected to submit the cases, the program will send the necessary files to the Texas Cancer Registry and will save a copy of the files to your computer's hard drive in **C:\SCL5\DBFS\Reported** (if installed on a stand-alone computer). When the files have been copied, the message **"FTP process was successful"** will be displayed.

4. Complete, a **Transmittal Form** and fax to:
   (512) 458-7681 **Attn: Sandcrab Lite**.

INSTRUCTIONS FOR RE-SUBMITTING DATA

If a diskette is lost in the mail or damaged, it will be necessary for files to be resubmitted to the Texas Cancer Registry. Copies of the files sent to the Cancer Registry can be found in the directory **C:\SCL5\DBFS\REPORTED (if installed on the network, files will be copied to the network drive)**. The first 3 digits of a file name are the same as the reporting Facility Number. Digits 4 through 8 of the file name correspond to the date the file was created. For example, the file **23410103.DBF** is a file for Reporting Facility **"234"** from **October 10, 2003**. If the Cancer Registry asks Reporting Facility **234** to re-send the files submitted on **January 25, 2003**, the files must be copied from the C:\ drive to the A:\ drive.

Two files will be copied to the diskette in drive A: 56101253.DBF and 56101253.FPT.

RESUBMIT CASES VIA DISKETTE:

1. Place the mouse over the "Submit Cases" button.
2. Select "Resubmit Cases to Floppy or Disk". See **Figure 2B**.

Figure 2B. Resubmit to Floppy or Disk option.

3. The Reported Folder where the backup files are stored will appear in a separate window. See **Figure 2C**.

Figure 2C. Reported Folder

4. Double click on the file(s) to be resubmitted.
5. Click on the OK button.
6. The Select Directory window will appear and the A:\ drive will be the default.
7. Click on the "Select" button.
8. A window will appear with the message, "Please insert a floppy in Drive A:\".
9. Click on the OK button.
10. The "Resubmit to Floppy" window will appear with the message, "Finished . . ."
11. Click on the OK button.
12. Both the .DBF and .FPT files will be copied to the floppy.

RESUMIT CASES VIA FTP:

1. Position the mouse over the "Submit Cases" button.
2. Select "Resubmit by FTP". See **Figure 2D**.
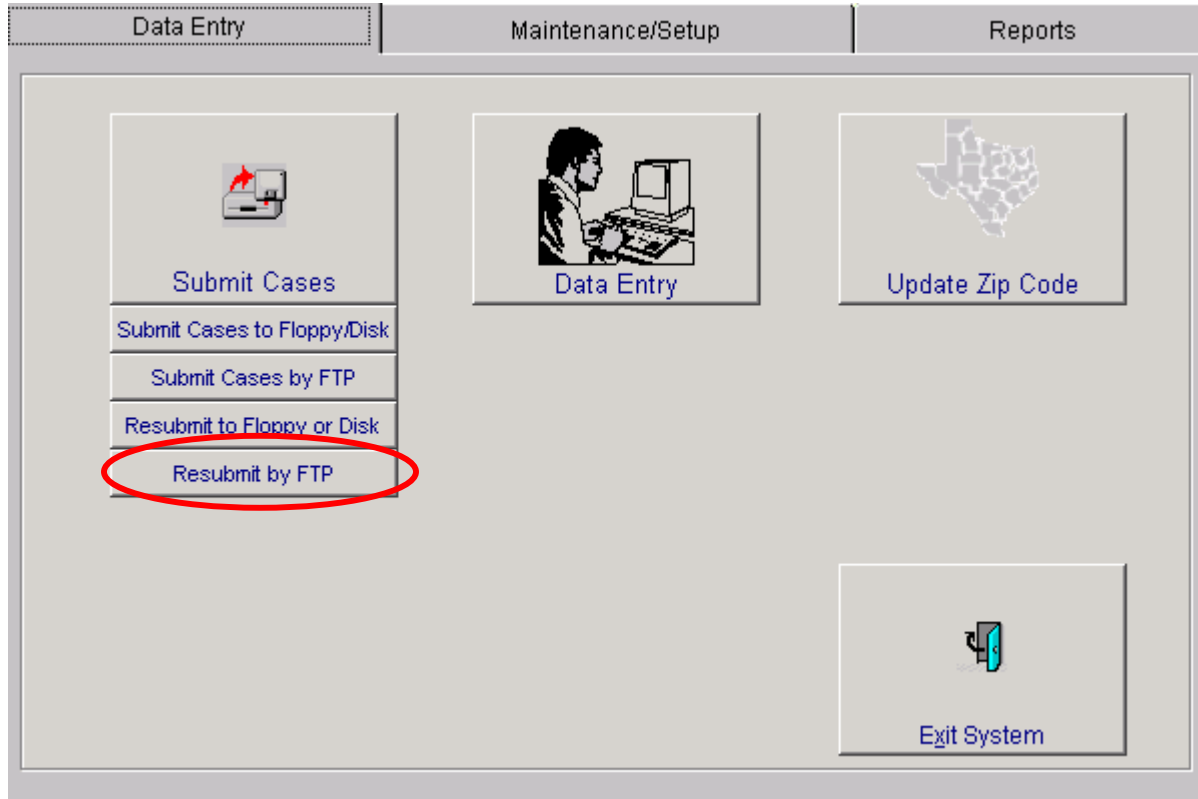
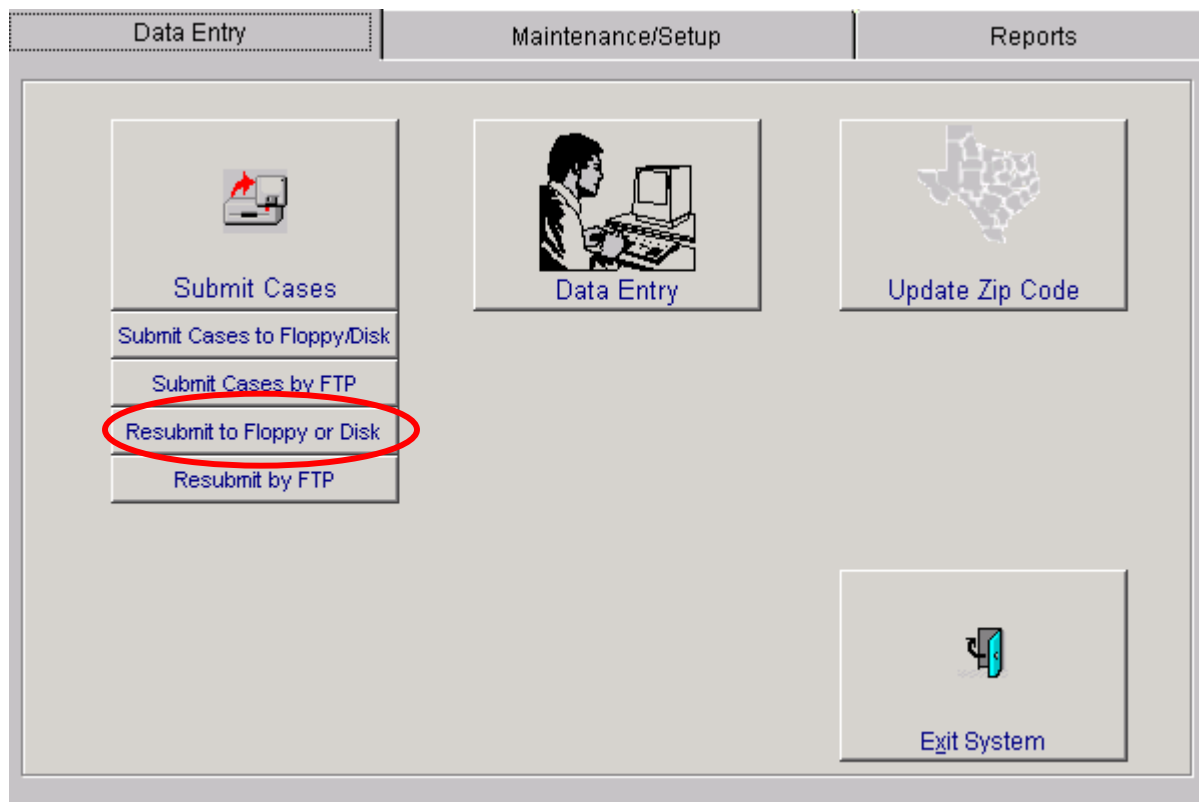**Figure 2D. Resubmit by FTP**

3. The Reported Folder where the backup files are stored will appear in a separate window. See **Figure 2C**.
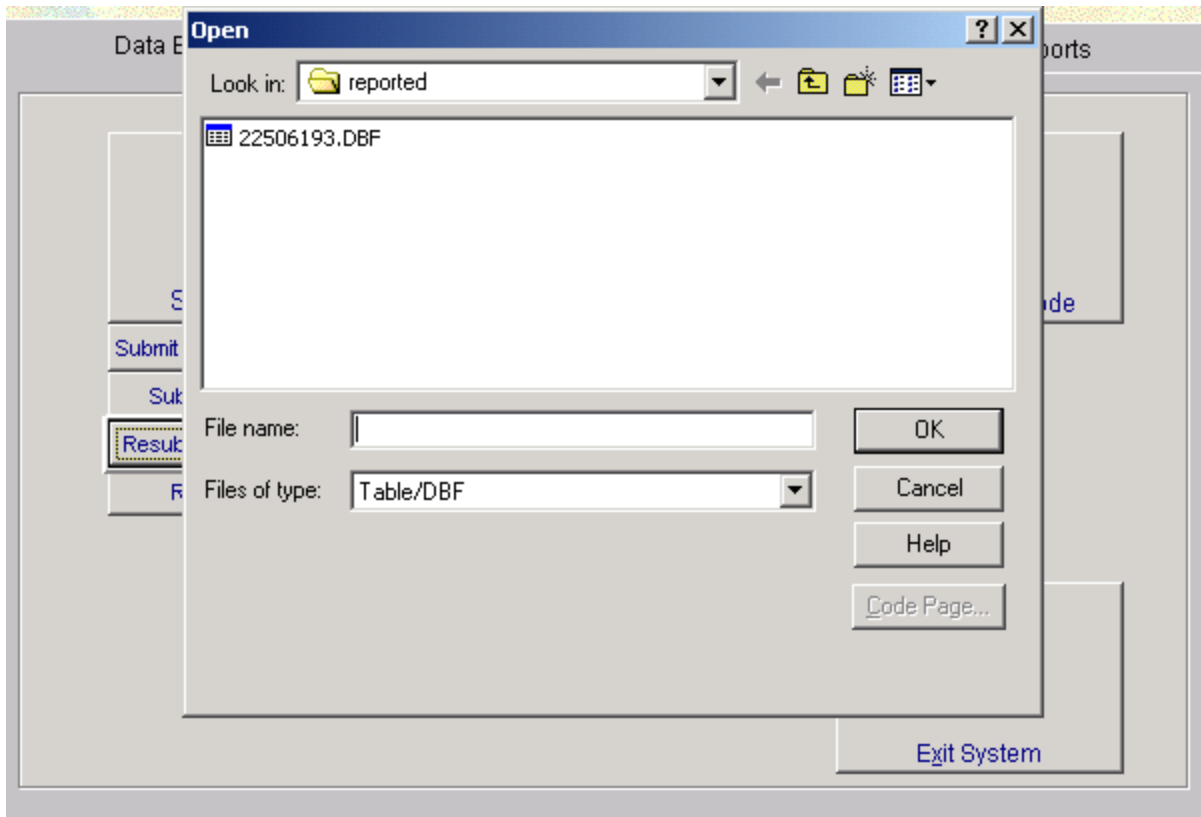4. Double click on the file(s) to be resubmitted.
5. Click on the ⬚ OK ⬚ button.
6. After Sandcrab Lite has resubmitted the files selected, a message **"FTP process was successful"** will appear.

DATA ENTRY

The Data Entry function will allow the input of cancer incidence data. From the SANDCRAB Lite Main Screen, click on the "Data Entry" button. The SANDCRAB Lite data entry form will be displayed. See **Figure 3**.

Error Report	Change Flags	Top	Prev	Next	Bottom	Find	PARTIAL (Reportable)	Print	Save	Revert	Delete	Exit

| Page 1 | Page 2 | Page 3 | Page 4 | | | | | | | |

Admit Date/1st Contact (MMDDCCYY):

Registry Number:

Tumor Record Number:

Reporting Facility Number:

Reporting Source:

Medical Record Number:

Class of Case:

Last Name:

First Name:

Middle Name:

Maiden Name:

Street Address:

City:

State:

Zip Code:

FIPS County Code at DX:

Social Security Number:

Date of Birth (MMDDCCYY):

Place of Birth:

Race 1:

Race 2:

Race 3:

Race 4:

Race 5:

Underline - Lookup Codes (Right-Click with cursor on blank field)

Figure 3. Data Entry Screen

The SCL Data Entry Form input screen looks similar to the standard paper form and includes identical fields. The Data Entry screen can contain 2 to 6 screens, depending on screen resolution and the size of monitor being used. The row of buttons at the top of the abstract form on all pages displays the possible options the user can select. The user may select a function by clicking on the desired button.
See **Figure 3**.

SANDCRAB LITE DATA ENTRY BUTTONS

Selecting the [Error Report] button permits the user to view any errors generated by the edit metafile. These errors are viewed in a Data Error Summary box on the screen. This function allows the user to correct any record before selecting the [Save] button.

The [Change Flags] button allows the user to flag a record. This button has the following options: Reportable, Non-Reportable, Submitted, and UnSubmitted.

The [Top] button allows the user to return to the top (first record) of the table.

The [Prev] button will display the record with the Registry Number before the one currently displayed on the screen. Or, if an alphabetic search was performed previously, the record will be displayed alphabetically by last name before the one currently viewed.

The [Next] button will display the record with the Registry Number after the one currently displayed on the screen. Or, if an alphabetic search was performed previously, the record will be displayed alphabetically by last name after the one currently viewed.

The [Bottom] button allows the user to go to the last record in the table.

The [Find] button allows the user to search for a specific record. When this button is selected, the Case Locator Window will appear. In the Case Locator Window, the user can search for a record by, Last name and/or First name, or the entry of the Social Security Number. This window also allows the user to search for a duplicate record by entering the combination of Registry Number, Tumor Record Number, and Institution Number. If you make a mistake while entering data in the Find mode, click on the [Clear] button. To exit the Case Locator window, click on the [Exit] button. To do a search, enter the search criteria and click on the search button. A list of records will appear with the requested record highlighted. Press the [Esc] key to access the record. See **Figure 5** Case Locator Window.

Figure 5. Case Locator Window.

NOTE: If the user is currently submitting paper abstracts for the same year of the cases that will be entered into Sandcrab Lite, the user **must** contact the TCR for the appropriate registry number before utilizing the data entry function. Type the registry number on the first record and SCL will then sequentially number the records. To change a registry number simply type over the number. The first four digits of a Registry Number correspond to the Date of Admission year and century. If the facility has already submitted ten (10) 2003 cancer cases on forms, the Registry Number for the first 2003 case entered in SANDCRAB Lite will be "200300011".

The [Print] button contains a Preview and Print option for the following:
- The Selected Case which is a print of the current abstract on the screen.
- The Listing Report of filtered cases is a print of the user's Local Suspense Listing report.

Selecting the Preview button will allow the user to preview or print an abstract record or Listing Report. If the Preview option is selected, the first page of the abstract will be displayed. Next, you will have the option to print or view it. Selecting the Printer icon will send page 1 of the abstract report to a printer. Once the first page is printed, page 2 will appear for viewing and/or printing. Selecting the Print button will send the complete abstract or Listing Report to the printer (without previewing).

- The Export Filtered Cases section of the Print Options allows the user to export   data in Text, Excel, NAACCR Full, NAACCR Exchange, or NAACCR Incidental formats.

The Export Filtered Cases option is for a facility's use only. **These cases will not be submitted to the TCR.** Selecting the Cancel button will return the user back to the data entry form. See **Figure 6**.

Figure 6. Print Options.

The [Add] button allows the user to add a new record to the table. After selecting this function, a blank Data Entry form is displayed. *Remember, there are now 2 or 6 screens to enter data (depending on user preference).* Enter the patient's information on all screens.

The [Edit] button allows the user to edit and make changes to the record currently displayed.

The [Delete] button is used to delete a record from the table. When this button is selected, the word "Deleted" will be displayed at the top of the record. A record can be "Undeleted" by clicking on the [Undelete] button. To remove the record from being visible, a "Pack" will need to be performed. Refer to the Maintenance/Setup Menu, Pack/Reindex Tables, page 29.
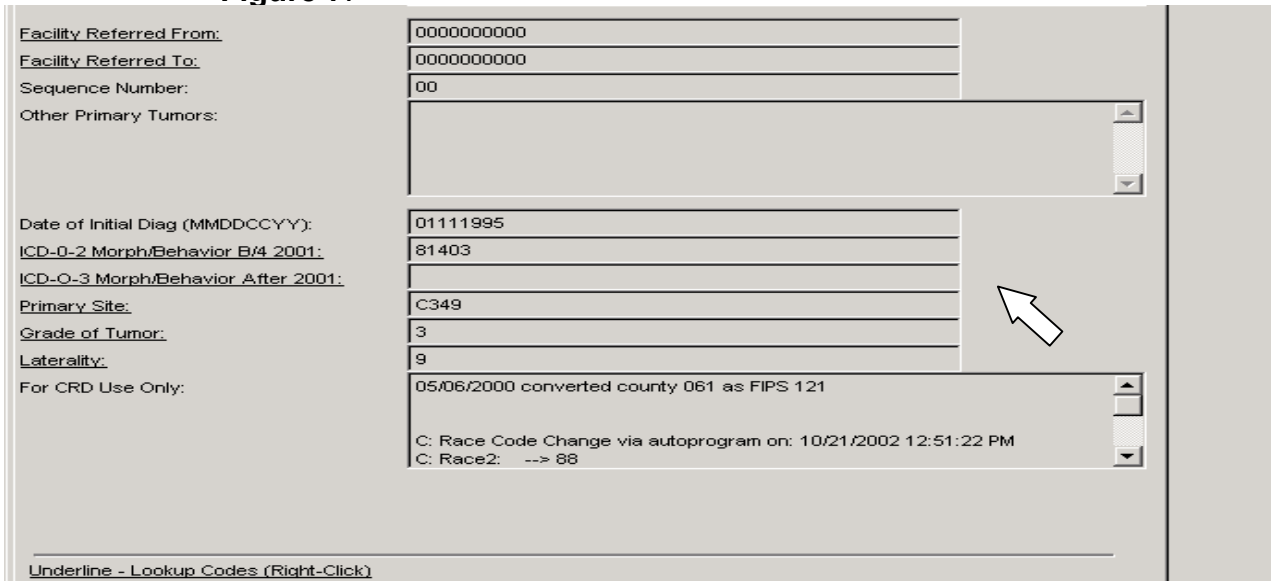
The [Exit] button returns the user to the SANDCRAB Lite screen.

FILTERED CASES

The purpose of the Filter Options screen is to allow the user to manipulate the data. When this feature is utilized for data entry, the user can select data for a particular year, sort cases by status such as partial, complete or submitted. This function is especially useful if the user has a large database with multiple years. See Figure 7.

TO USE THE FILTER CASES OPTION

1. With a mouse, right click on an empty location of the data entry area. See **Figure 7**.
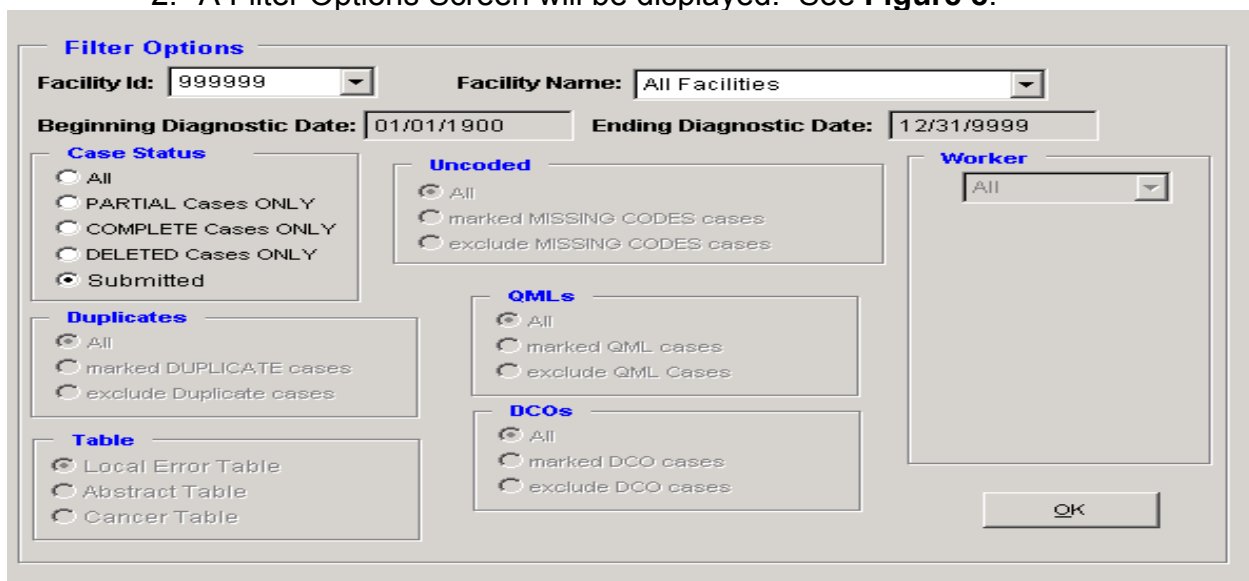
Facility Referred From:	0000000000
Facility Referred To:	0000000000
Sequence Number:	00
Other Primary Tumors:	
Date of Initial Diag (MMDDCCYY):	01111995
ICD-0-2 Morph/Behavior B/4 2001:	81403
ICD-O-3 Morph/Behavior After 2001:	
Primary Site:	C349
Grade of Tumor:	3
Laterality:	9
For CRD Use Only:	05/06/2000 converted county 061 as FIPS 121

C: Race Code Change via autoprogram on: 10/21/2002 12:51:22 PM
C: Race2: --> 88

Underline - Lookup Codes (Right-Click)

Figure 7. Right Click on Empty Location

2. A Filter Options Screen will be displayed. See **Figure 8**.

Figure 8. Filter Options

3. Enter the Facility Id number and the Facility name will automatically appear.

4. Enter the Beginning and Ending Diagnostic Dates.

5. Select the remaining filter options.
6. Click on the OK button to implement the filter options.
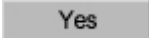
The screen as displayed in **Figure 8** will close and the data entry screen will appear with the type cases as selected in the Filter Options screen.

CHANGING FLAGS

REPORTABLE / NON-REPORTABLE

Cases reviewed may be classified as non-TCR reportable cases. A listing of these cases should be kept for each individual year. This list will be very instrumental and useful to both facility and TCR staff if a casefinding audit is performed at your facility.

The Change Flag function allows the user to input Non-Reportable cases into SCL.
1. Review the chart to determine if the record is reportable or non-reportable.
2. Click on the Add a record button.
3. Click on the Change Flags button and select "Flag as Non-Reportable".
4. The following highlighted fields **MUST** be completed on the abstract:
    - Admit Date
    - Facility ID
    - Medical Record No.
    - Last Name
    - First Name
    - Social Security Number
    - Date of Birth
    - Reason not reported
5. Click on the Save button.
6. When prompted, "Is Case Complete?" click on the [Yes] button.

If all fields are not completed, a pop-up box will be displayed directing the user to complete any field left blank before the record can be saved.

Click on the Add button to add a new record. Only Reportable cases will be submitted to the TCR. To view or print a list of the Non-Reportable cases, see page 40 of this User's Guide.

SUBMITTED / UNSUBMITTED

The Change Flag function also allows the user to change the status of a record. Additional information can be added to a previously submitted record. After a field(s) is edited, the flag on the record automatically reverts to "Complete" after saving the record. This record will be re-submitted with the next submission to the TCR unless the flag is changed. *A user may choose to flag an edited record as "Submitted" so that the record will not be re-sent to the Texas Cancer Registry. This feature is utilized when editing or updating a record and it is not necessary to re-send that record to TCR.*

DEFAULTING REGISTRY NUMBER FEATURE

The first 4 digits that default for the Registry Number will be the same as the year of admission. The SANDCRAB Lite program will keep track of the last number entered for multiple years. For example, if 150 of the 2002 cases have been entered, SCL will assign Registry Numbers 200200001 to 200200150 to these cases. Cases for the year 2003 will be assigned starting with number 200300001. If a 2002 case is found after entering 2003 cases, enter "2002" as the Date of Admission year. The Registry number will automatically default to the next available 2002 Registry Number, which is 200200151 per the example in this paragraph.

ENTERING A MULTIPLE PRIMARY

If a patient's first primary cancer was not entered into SANDCRAB Lite, contact your Texas Cancer Registry Regional Office for the correct registry number and tumor record number. Complete the abstract as usual.

If the first primary was entered into SANDCRAB Lite, run a hospital data report to determine the original registry number. Next, enter the date of admission for the second primary. When prompted, "Assign a new registry number?" click No . Enter the registry number for the first primary. The tumor record number and demographics are imported onto the abstract from the first primary. Complete the remaining fields as usual for the multiple primary.

PARTIAL RECORD

ENTERING A PARTIAL RECORD

When attempting to save a record any errors will be displayed in a "DATA ERROR SUMMARY" box. Selecting Save will display a box that reads, "Is this record complete?" Selecting Yes will save the record as a "Partial" record. The record will have to be edited and all the required fields completed before the record can be submitted to the Texas Cancer Registry. Run a "Facility Data Report" to generate a list of all the cases that have been entered but have not been submitted. In the status box, select "Partial". Any "Partial" records will have a "P" displayed in the far left hand column. This report should be run periodically so that the "Partial" records can be identified and completed. A "PARTIAL" label will also be displayed at the top of the computer screen when that record is pulled up in Abstract Entry.

SAVING A PARTIAL RECORD

If all the information to complete a record is not available, and it may be necessary to complete it later, the record can be saved as an Incomplete or "Partial" record. Partial records will not be included when performing the, "Submit Cases to Texas Cancer

Registry". When the [Save] button is selected, a pop up message will be displayed "Is this case complete?" If [Yes] is selected, the record will be saved as a "Partial" record and must be completed before it will be reported to the TCR. If there are any missing or invalid field entries, the Data Error Summary box will display the messages. If there are several error messages, use the mouse to click on the scroll bar to view the error messages. To exit the Data Error Summary Box click on the [X] at the upper right-hand corner of the box. If [No] is selected, the record will be saved and the word "Partial" will display at the top of the record.   The error report will not be displayed if selecting "NO" and the record will be saved as a partial. Run a Facility Data Report selecting the "PARTIAL cases only" option to see all records that have not been completed or submitted. Any record where a "P" is shown in the far left hand column must be completed before it can be submitted.

MOVING WITHIN THE ADD SCREEN

Moving between and within screens in SANDCRAB Lite version 6.0 for Windows is most easily accomplished with the [Tab] key, the [PageUp] or [PageDown] keys, or use of a mouse. The [Esc] key will not function when you are in DATA ENTRY. The [Exit] key must be used.

Note: If the screen entry cursor is within a required field when attempting to execute one of the following commands, the required field must first be entered before the command will be executed.

Move from one entry field to another with the [Tab] key.
To move to a previous entry field, [Tab] while holding down the [Shift] key, or using the mouse click on the desired field.
Move to screen 2 from screen 1 with a mouse click or use the [PageUp] key.
Move to other pages using the mouse, the [Tab] key, or the [PageUp] and/or [PageDown] keys.

SELECTION POP-UP BOXES (LOOK-UP CODES)
Some of the entry fields have selection pop-up boxes that display all the valid codes for the field. **Underlined field names** contain selection (look-up codes) pop-up boxes. A pop-up box will automatically be displayed when tabbing through the underlined fields. Click on the [OK] button to return to that field. Right-click will open the selection pop-up box. Use the up and down arrow keys to move through the selection pop-up box. To select a highlighted item, press the [Enter] key. The selection pop-up box will be disabled and the selected item will appear in the field. To activate a Selection Pop-up Box for an existing coded entry field, delete all or part of the entry, then use your mouse to right-click. Following this procedure will cause the Selection Pop-up box to be displayed. The following fields have selection pop-up boxes (look-up codes) available:

Type of Reporting Source, Class of Case, City, Zip Code, Place of Birth, Race 1, Race 2, Race 3, Race 4, Race 5, Spanish/Hispanic Origin, Sex, Institution Referred From, Institution Referred To, ICD-O-2 Morph/Behavior B/4 2001, ICD-O-3 Morph/Behavior After 2001, Primary Site, Grade of Tumor, Laterality, Diagnostic Confirmation, Regional Lymph Nodes Positive, Regional Lymph Nodes Examined, Summary Stage 1977, Summary Stage 2000, RX Summ- Scope Region Lymph Nodes Sur:, RX Summ - Regional Lymph Nodes Examined, RAD—Regional RX Modality Code, Chemotherapy Code, Hormone Code, Immunotherapy Code, RX Summ – Transplant and Endocrine, Other treatment code, and Vital Status.

The Selection pop-up boxes contain look-up codes, which are helpful if a hospital codes the cases they submit. Using the mouse, right-click Morphology Type & Behavior field or the Primary Site field will bring up a Select Search Method Box. The user can search by **ICD-O code index** or by **key word/phrase**. The search type default is by **ICD-O code index**. Search type can also be changed to a **Key word/phrases**. When searching by key word/phrases, a key word or phrase, such as "SKIN" or "KIDNEY" must be entered. After all the options have been selected, select [OK]. A pop-up box, containing valid look-up codes, will appear. Using the mouse, double click on the correct selection to complete the appropriate blank field.

MEMO FIELDS
Memo fields have space for more than one line of text to be entered. Some memo fields **cannot** be left blank. These memo fields are Other Primary Tumors **(only if sequence number >00)** Final Diagnosis, Summary Stage Documentation, Treatment Documentation. These fields allow the user to enter and store more information than can be displayed on the entry form. After completing all entry text lines for the box, press the tab key to move to the next field.

- An instructional, warning, and / or error message box will be displayed in the center of the computer screen. Depending on the message type, these messages will disappear after another key is pressed or a valid field input is made.

EDITING A PREVIOUSLY SUBMITTED RECORD
Editing any field of a submitted record can be done at any time. The updated record will be re-submitted if Completed is displayed on the top of the record and the user does not change the flag to Submitted (see page 21).

1. If a submitted record is opened (edit button) and
   - The user makes a change and
   - Selects save, the record saves as complete and
   - It is re-submitted unless the flag is changed to submitted.

2. If a submitted record is opened (edit button) and
   - The user makes no changes and

- Selects the revert button, submitted remains on the top of the record or
- Selects save with no changes made, submitted remains on the top of the record.

BUTTONS AVAILABLE WITHIN THE ADD/EDIT MODE
There are five buttons available within the Add/Edit Mode:

The **Error Report** button allows the user to run edit checks on a record being entered before saving. When this button is selected, a Data Error Summary box will appear. The user will have the opportunity of checking for errors and correcting them before selecting the **Save** button.

The **Change Flags** button allows the user to change a completed case to a submitted or unsubmitted case or change the flag from reportable to non-reportable.

The **Print** button allows the user to print the abstract. See page 19 for complete instructions on printing.

The **Save** button will save the changes made to the abstract record.

The **Revert** button allows the user to revert/clear/abort entered data.

UPDATE ZIP CODES

This option allows a hospital to personalize their SANDCRAB Lite zip code table. Zip codes that are unique to their hospital location and were not included in the original SANDCRAB Lite zip code file can be entered for their abstract entry. See **Figure 9**.
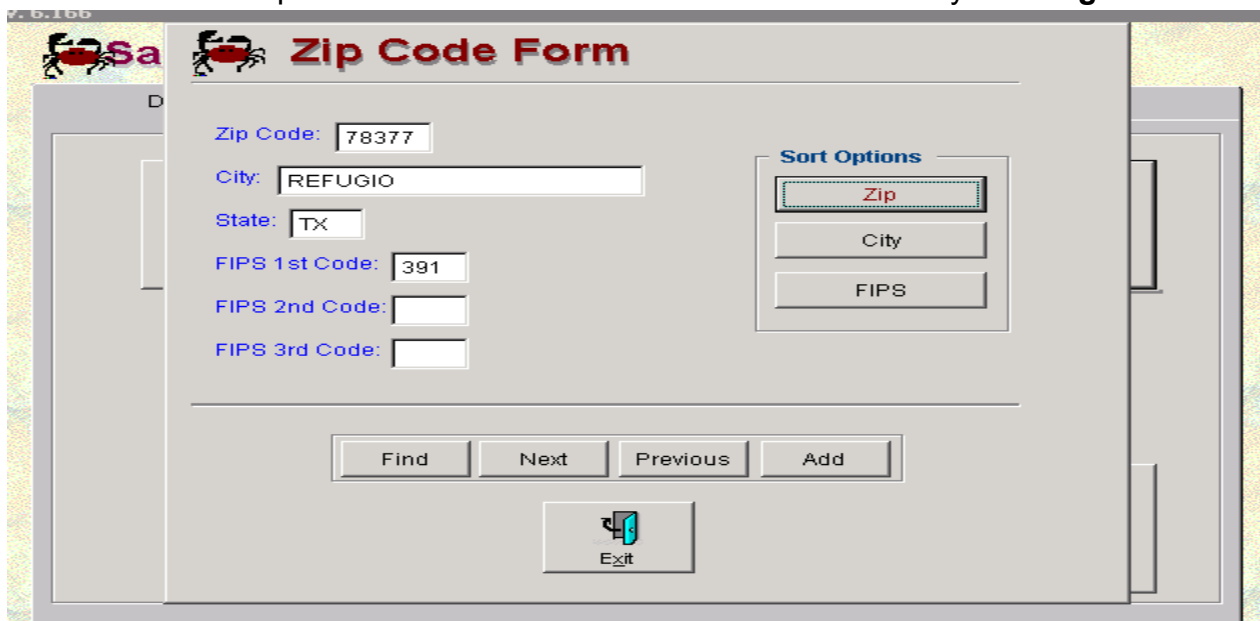

Figure 9. Update Zip Code Screen.

A zip code can be added when SANDCRAB Lite defaults the entered city name and zip code. For example, North Richland Hills, zip code 76180, defaults to Fort Worth as the city name. Before adding or changing a zip code record, look in Appendix A, pages 41 through 44, to see if the city that needs to be entered has an alias. If the city is listed, you can use the alias when entering the case in SANDCRAB Lite.

If the city has no alias and the user would prefer to add or edit the zip code table, access the Zip Codes option from the Maintenance/Setup menu.

Add a new zip code by selecting the [Add] option. Enter the 5-digit zip code, the City name, and the 2 letter state abbreviation. If the county for the zip code is known, refer to Appendix E of the July 2003 Cancer Reporting Handbook for the Texas FIPS county code. Contact the Texas Cancer Registry for the correct FIPS County code if the county is unknown. Save the new record by selecting the [Exit] option. To edit the entry, type over the previous entered data, then click on the [Exit] button.

The [Find] option can be used to select a zip code record to be viewed or edited. A Selection Pop-up box listing all the zip codes will be displayed. A search by zip code, city, or FIPS county code can be used. Use the arrow keys or Page Down keys to highlight the record to be edited. To edit the selected entry, type over the entered data, then click on the [Exit] button.

Pressing Esc when the desired zip code entry is highlighted will display that record on the Zip Code Screen.

If a zip code already exists, check the alias list in Appendix A of the SANDCRAB Lite user's guide on pages 41 through 44. If an alias exists for the city to be used, the alias can be used when entering the case in Data Entry. The same zip code with a different city can be added.

The Prev and Next options are used to display the different zip code records on the screen. Exit is used to return to the SANDCRAB Lite Data Entry Menu screen.

MAINTENANCE/SETUP MENU
The Maintenance/Setup menu contains the pack/reindex tables function, security setup function, path setup function, backup files function, user preferences function, field setup function, restore files function, and a button to link to the TCR website. See **Figure 10**.
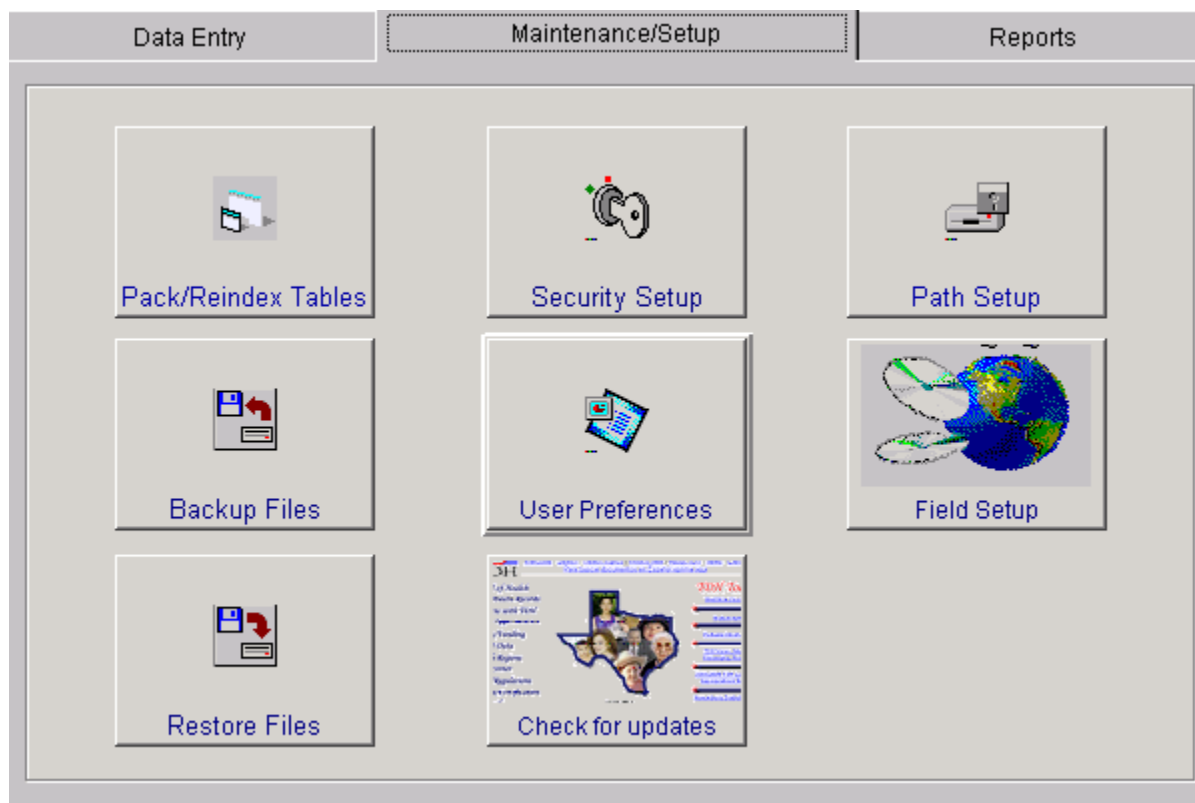
Figure 10. Maintenance Setup Menu.

PACK/RE-INDEX TABLES

This option allows the user to remove records that are marked as "Deleted" from the table. This option also allows users to create a new index table. Pack/Re-Indexing your table should be performed periodically. This will allow the case locator function to perform at an optimum level.

When this option is selected, a box will display and ask, "All users must be out of the system to perform this operation. Continue?" See **Figure 11**. **(If SCL is installed on a network, all users must be out of the system)**. Selecting [Yes] will begin the process. Once the program has completed, the word "Finished…" will appear and the program will return to the Maintenance/Setup menu.
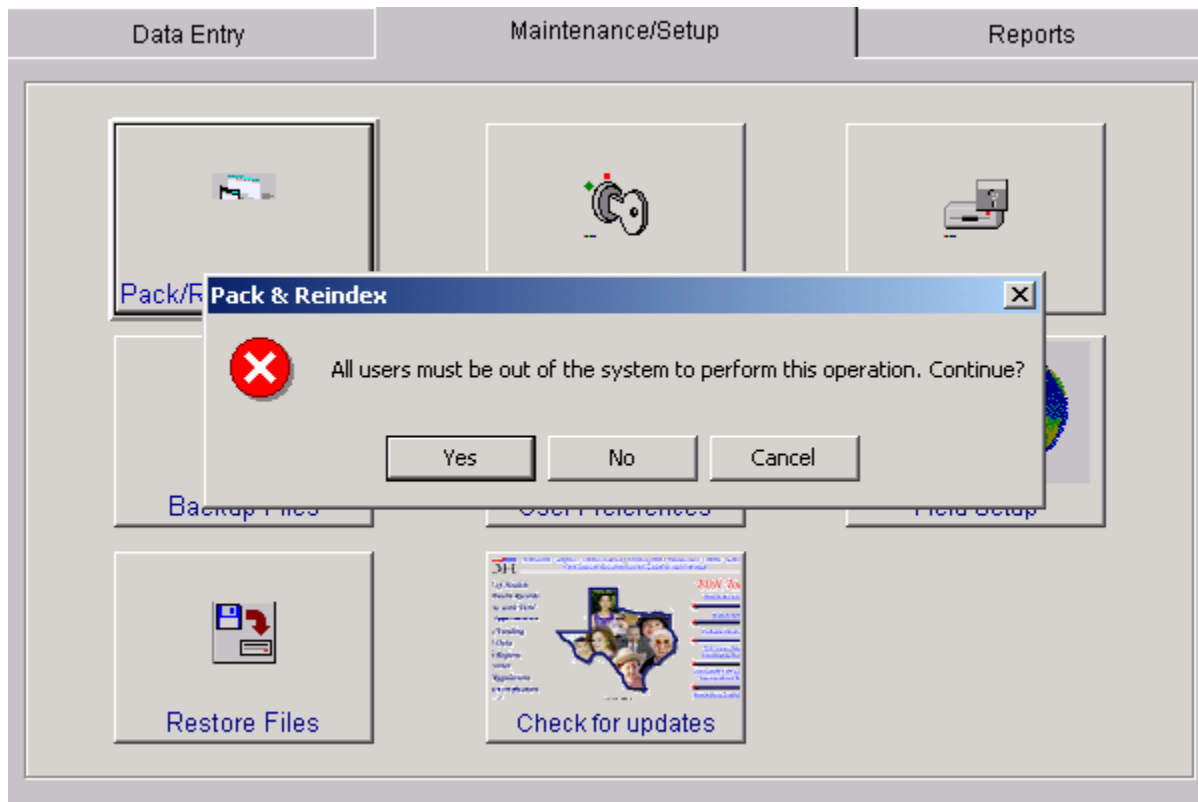
Figure 11. Pack/Re-Index Screen.

SECURITY SETUP

This function is used only if SANDCRAB Lite is installed in a Network environment. The Security Setup allows the System Administrator or someone who is familiar with the facility network environment, to add, delete, and/or change the user's rights. See **Figure 12**.
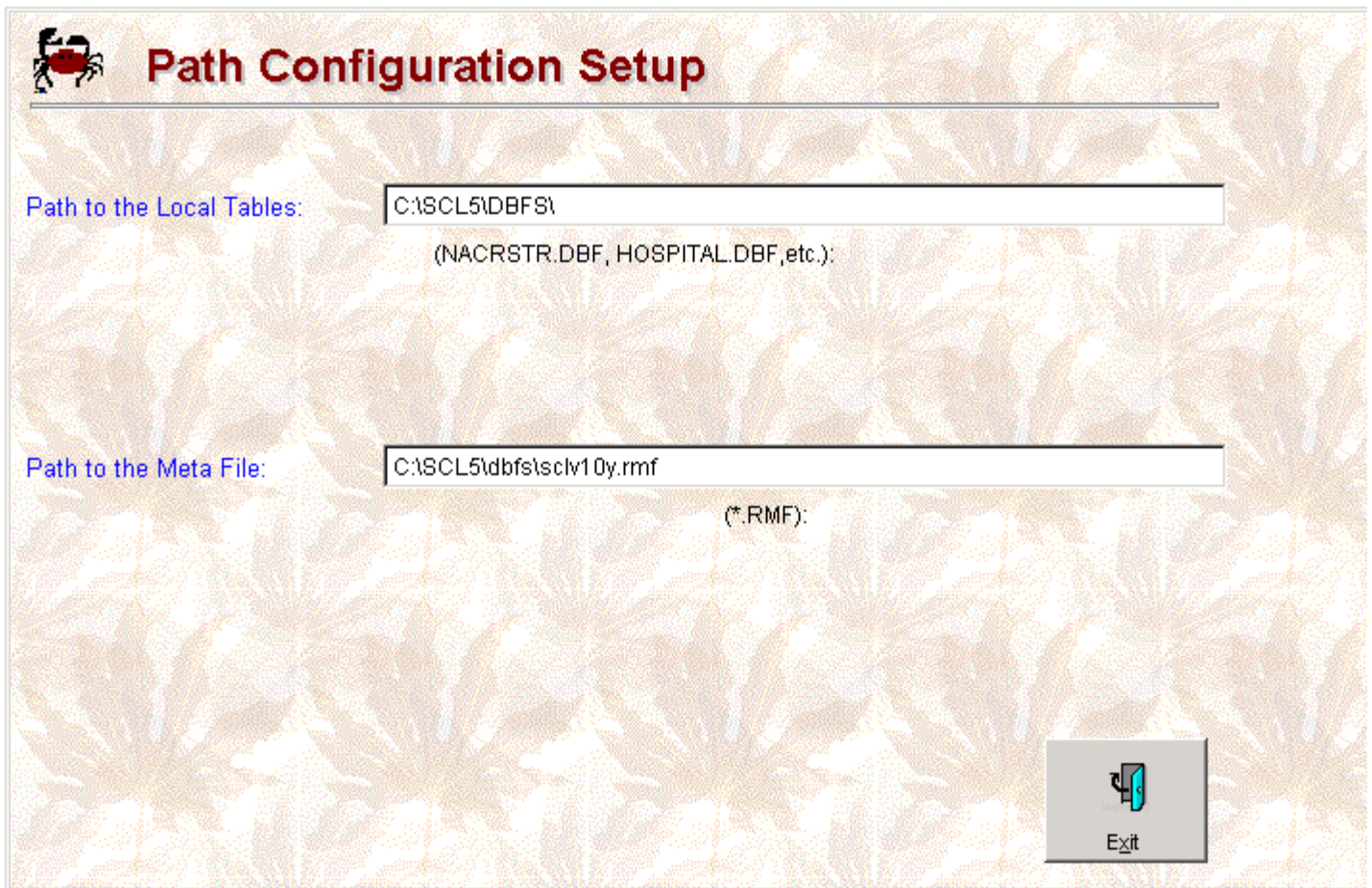
Figure 12. Security Setup Screen.

PATH CONFIGURATION SETUP

This function is used only if SANDCRAB Lite is installed in a Network environment. The Path Setup allows the System Administrator or someone who is familiar with the facility network environment, to modify the path configuration setup screen. See **Figure 13**. The path setup is where all local tables (NACRSTR.DBF, CONFIG.DBF, SECURITY.DBF, HOSPITAL.DBF, etc.) are located. It also identifies the path to the NAACCR Meta file (TCR Edits).

Figure 13. Path Configuration Setup Screen.

BACKUP FILES
This option allows the user to safely backup their data tables to a floppy disk, hard drive, or network drive. See **Figure 14**.
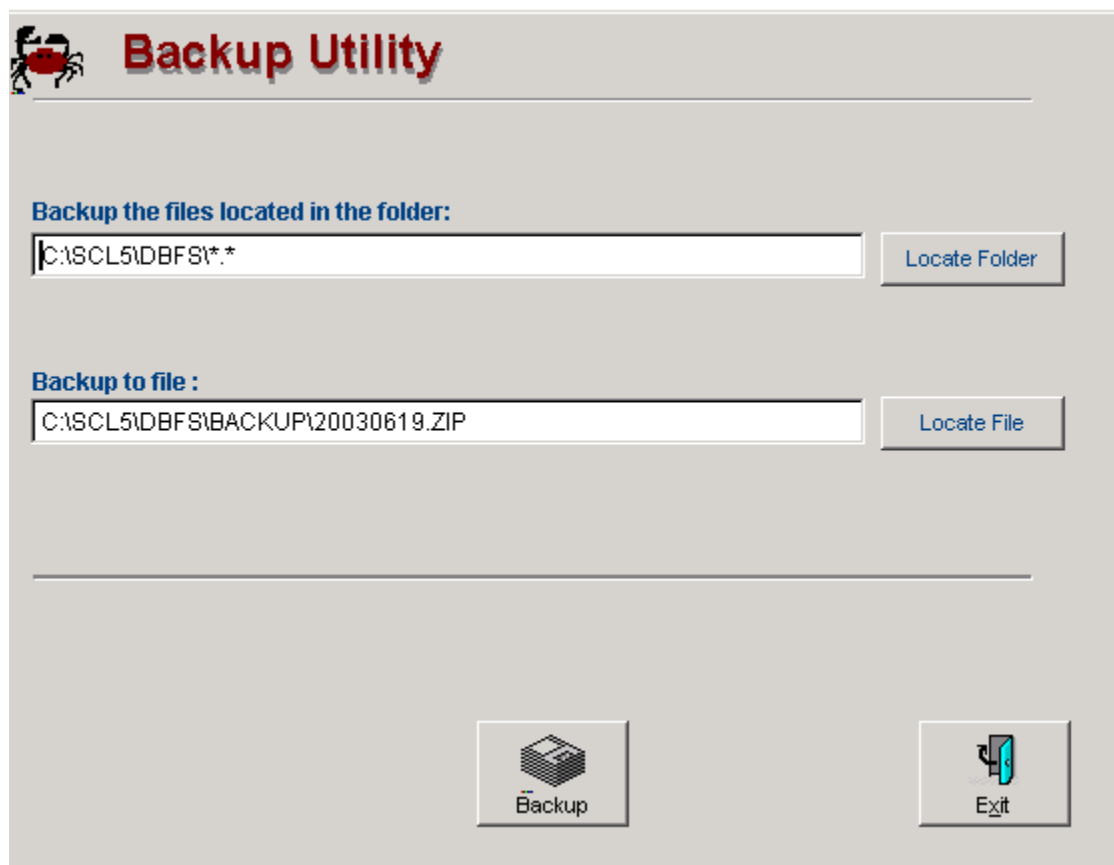
Figure 14. Backup Files Screen

Keep a daily backup of the SANDCRAB Lite data files to ensure that the data can be restored in case of data file corruption or computer hard disk failure. All the files in the C:\SCL5\DBFS directory need to be backed up. The backup can be performed with a tape backup system, outside vendor backup software, or with diskettes and the backup utility that comes with Windows 95 or Windows 98. Contact someone in your facility's information services or computer department to determine the best backup procedure to use.

If your facility does not have its own backup procedures or software, perform a backup using the "Backup Files" option under the Maintenance/Setup menu in SANDCRAB Lite. A backup should be done at the end of the day after adding or changing cases.

Obtain a set of at least three blank, formatted diskettes to use on a rotating basis. Label the diskettes SANDCRAB Lite Backup Disk 1, Backup Disk 2, etc. Place one of the diskettes in the computer's floppy disk drive. If the software is installed on a network

specify the path accordingly. **See page 5, Installing SANDCRAB Lite version 6.0 on a Network.**

Click on the "Backup Files" button.

A Backup Utility box will appear. If the software is installed on a stand-alone computer, the default for the "Backup the files located in the folder" will be C:\SCL5\DBFS*.*. If the software is installed on a network, click on Locate Folder and set the path accordingly. The Backup Utility defaults to copy the backup files to the hard drive **(C:\SCL5\DBFS\20010511.ZIP)**. To copy the backup files to the A: drive, click Locate Files . Select the A: drive and click on Select . Click on the backup button to start the process. A box will appear with "Please insert the first backup diskette!" If the backup diskette is placed in the computer's A: drive, select OK . If the data files are large, a pop up box will appear to insert disk 2. Click on OK to continue the backup. The message "OPERATION COMPLETED SUCCESSFULLY" will display when the backup is finished. Click OK . To exit the Backup Utility function, click Exit . The diskette should contain a date file similar to: 20010511.ZIP. This number represents the year, month and day the backup was created. Think of this file as a set of "folders" that can contain numerous paper abstracts. The .ZIP means that the file is compressed to take up less memory.

When the backup is complete, take the diskette out of the drive and write the current date on the label. This will allow the most recent backup to be located if needed.

USER PREFERENCES
This function allows the user to select the number of data entry screens. See **Figure 15**.
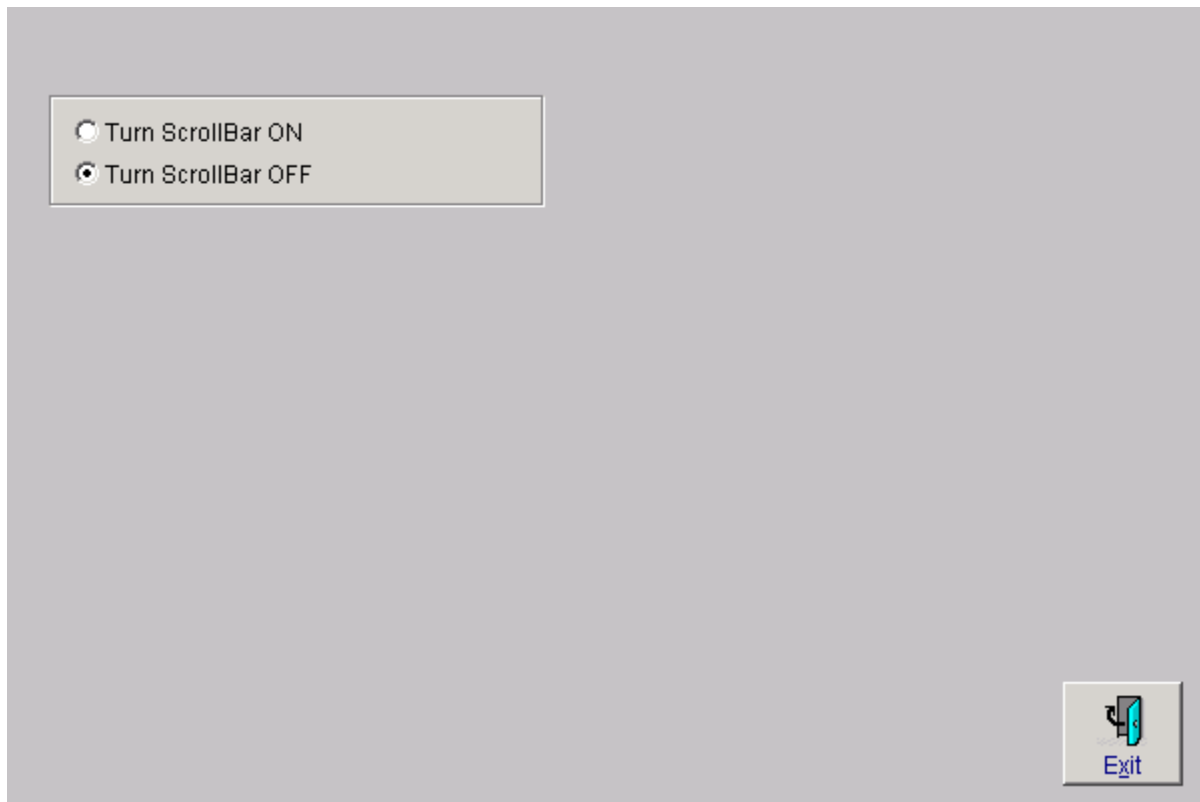
Figure 15. User Preferences Screen.

Scrollbar ON / OFF

A user has the option of viewing two or six data entry screens. To change the number of data entry screens, click on the User Preferences button. To view six data entry screens without scrolling, select **"Turn Scrollbar OFF"**. This allows the user to view all fields within a page without having to use the scroll bar.

To view two to six data entry screens, select **"Turn Scrollbar ON"**. This allows the user to data enter on three screens, but must use the scroll bar to view all fields.

Note: The number of screens will depend on the resolution set on your computer, and the size of the computer monitor.

FIELD SETUP

This function allows the user to change the way the fields in the Data Entry Screen are viewed. See **Figure 16**. For example, a Tumor Registry facility enters their non-analytic cases (class of case 3) in SANDCRAB Lite, the Class of Case can be arranged to default to "3" in the Field Setup function. A user can also change the order in which the fields are viewed in the Data Entry screen. For example, a facility may choose to enter the Med. Record number and Date of Admin/1st Contact, then Registry Number. In the Field Setup, Medical Record Number would be entered as "1", Date of Admin/1st Contact would be entered as "2" and Registry Number would be entered as "3".

SandCrab Lite Data Entry Form v. 6.187

| Error Report | Change Flags | Top | Prev | Next | Bottom | Find | SUBMITTED (Non-reportable) | Print | Add | Edit | Delete | Exit |

| Page 1 | Page 2 | Page 3 | Page 4 | | | | | | | | | |

Field	Value
Date 1st Contact (MMDDCCYY):	02241995
Registry Number:	199500004
Tumor Record Number:	01
Reporting Facility Number:	116
Reporting Source:	1
Medical Record Number:	00000453507
Class of Case:	
Last Name:	BUNNY
First Name:	BUGS
Middle Name:	E
Maiden Name:	
Street Address:	12345 Lamplight Village
City:	AUSTIN
State:	TX
Zip Code:	78758
FIPS County Code at DX:	453
Social Security Number:	555555512
Date of Birth (MMDDCCYY):	09201962
Place of Birth:	999
Race 1:	1
Race 2:	88
Race 3:	88
Race 4:	88
Race 5:	88

Underline - Lookup Codes (Right-Click)   Right-click in the open area for Filter Options

Figure 16. Field Setup Screen.

NOTE: Keep in mind that the data entry screen follows the same order as the paper abstract form and the Texas Cancer Registry Reporting Handbook.

RESTORE FILES

This function restores the most recent back up files into the DBFS folder. Use this function only when the SCL system has failed and / or become corrupt.

The data that will be restored is the data that was present when the Sandcrab Lite was exited last. For example, Sandcrab Lite was last used on July 08, 2003. When the program was closed, a backup file was created automatically. This is the file that will be restored.

The path names that are in the Restore from file: and Restore to: do not have to be changed. The program will automatically default to the correct location of the database. See **Figure 17**.

Click on the Restore button. When the program has restored the database, a popup screen will display, "Restore Succeeded".
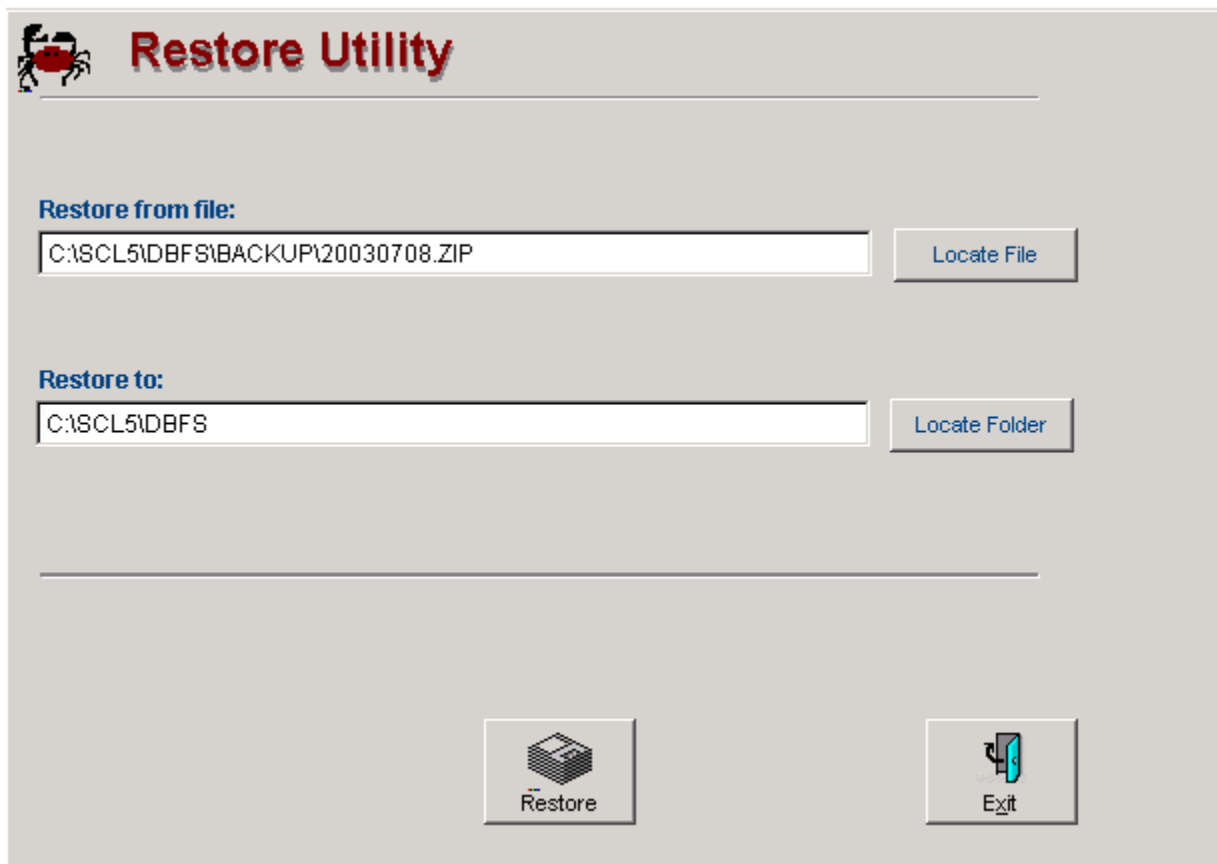
Figure 17. Restore Function

CHECK FOR UPDATES
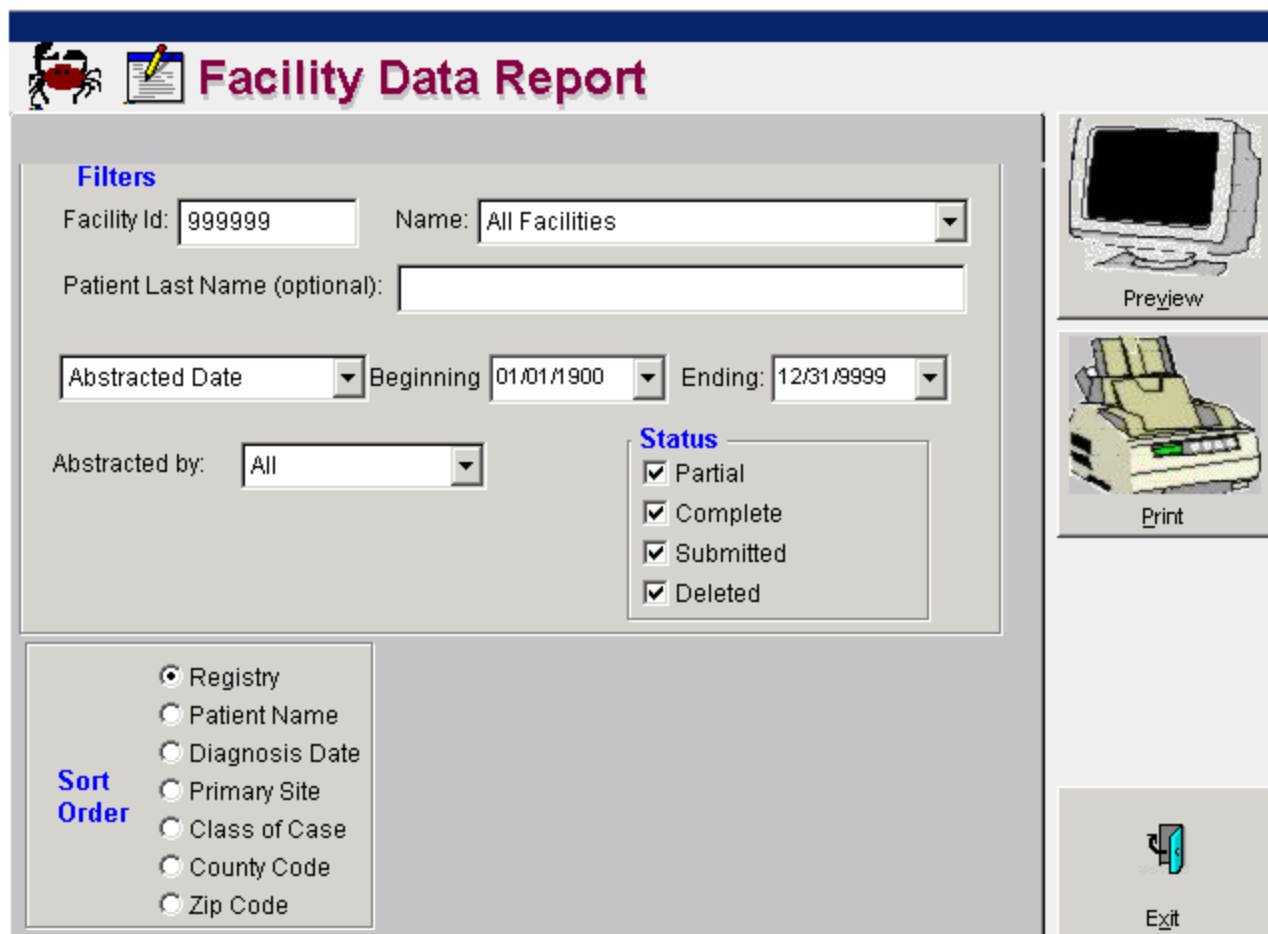
This function connects to the Texas Cancer Registry website. Any updates regarding Sandcrab Lite, TCR Rules, Policies, or User's Guides may be found at this site.

Note: The connection to the Internet must be established prior to clicking on the "Check for Updates" button.

REPORTS MENU

FACILITY DATA REPORTS

This function allows the user to run various reports that can be generated by SANDCRAB Lite. These reports can be generated using various output orders: PARTIAL, COMPLETED, SUBMITTED, and DELETED. If all these options are checked, all cases will be shown in the report. The cases can be sorted by Registry Number, Patient Name, Diagnosis Date, Topography, Class of Case, County Code, Zip Code and/or by abstractor. See **Figure 18**.

Figure18. Facility Data Report Screen.

NOTE: A ▼ indicates a pull-down menu for further options.

Follow these steps to run the Facility Data Report:

1. Click on the Facility Data Report button.

2. Complete the Filters information to customize the report output.

ENTER FACILITY ID
- Enter the three digit ID number for your facility, or if cases from more than one facility have been entered in SANDCRAB Lite to run the report, enter the three digit ID number for that facility. For all facilities, select ALL.

ENTER ABSTRACTED, DIAGNOSIS, ADMISSION, or SUBMISSION

- Selection of Abstracted allows the user to sort by Date Abstracted.
- Selection of Diagnosis allows the user to sort by Diagnosis Date.
- Selection of Admission allows the user to sort by Date of Admission.
- Selection of Submission allows the user to sort by Date of SCL submission.

ENTER STARTING DATE (MMDDCCYY)
- Enter the beginning date to include on the report. For example, enter **"01/01/2002"** if you want to include records beginning on January 1,2002.

ENTER ENDING DATE (MMDDCCYY)
- Enter the ending date to include on the report. For example, enter **"12/31/2002"** if you want to include records ending December 31, 2002.

ABSTRACTED BY
- Allows the user to view/print report by Abstractor Initials.

3. Indicate the type of cases you want included in your report. Available options:

- To include all cases, all selections must be checked.
- PARTIAL cases only allows the user to print cases that are marked partial.
- COMPLETED cases, not submitted allows the user to print cases that are completed but have not been submitted.
- SUBMITTED cases only allows the user to print all cases that have been submitted to the Texas Cancer Registry.
- DELETED cases only allows user to print cases that have been marked as deleted. **(NOTE: after performing the Pack/Reindex function, these cases will no longer be visible).**

4. Select the Sort Order of the report.   All orders cannot be selected at the same time. Click on the circle that is displayed to the left of the order description. The

circle will fill in to indicate that the order has been selected.

REGISTRY ORDER
- Allows the user to view/print report by Registry Number order.

PATIENT NAME
- Allows the user to view/print report by Patient Name order.

DIAGNOSIS DATE
- Allows the user to view/print report by Diagnosis Date order.

PRIMARY SITE
- Allows the user to view/print report by Primary Site/Topography order.

CLASS OF CASE
- Allows the user to view/print report by Class of Case order.

COUNTY CODE
- Allows the user to view/print report by county code order.

ZIP CODE
- Allows the user to view/print report by zip code order.

HOW TO VIEW FACILITY DATA REPORT ON SCREEN

After entering the Facility ID, Beginning option, Starting and Ending Date, Cases to include, and Sort Order, click on [Preview] to generate and view the report on screen.

5. The Facility Data Report will be displayed with a preview box attached to the window.
6. Clicking the "Print" icon will allow for the report to be printed from this window.
7. When closing this window a popup box will be displayed asking, "Print Report?"
8. Click [No].

9. After viewing the Facility Data Report, close the preview box and click on the "X" on the top right hand corner of the screen or by clicking on the close preview button located next to the printer icon button. Select [Yes] on the Print Report prompt. This permits the user to print the complete report, additional copies, or print selected pages of the report. Selecting the [OK] button sends the report to the printer.

If previewing the Facility Data report is not desired, click on the "Print" button. The report will automatically print to the default printer.

TCR NON-REPORTABLE REPORT
1. Click on the TCR Non-Reportable Button.
2. A popup window will be displayed with a preview of the Non-Reportable list.
3. To print, click on the Printer icon in the Print Preview box.
4. To exit the preview screen, click on "X" on the top right hand corner of the screen or by clicking on the close preview button located next to the printer icon button.
5. To print without previewing the report, click on the [Print] button located below the TCR Non-Reportable Button.

To have these cases in an Excel form, click on the "Export to Excel" button. A message will be displayed, "Cases have been exported to C:\SCL5\Nonreport.xls."

MODEM SUBMISSION PROCEDURES
Effective January 1, 2004, Modem Submissions will no longer be available. For other options in submitting cases to the TCR, refer to pages 10 – 13.

CITY SUBSTITION TABLE

FOR	USE
Alamo Heights	San Antonio
Albert	Stonewall
Alta Loma	Santa Fe
Alton	Mission
Ames	Liberty
Andice	Georgetown
Arcadia	Santa Fe
Atascocita	Humble
Avoca	Stamford
Balch Springs	Mesquite
Balcones Heights	San Antonio
Barnum	Corrigan
Barrett	Crosby
Bayview	Los Fresnos
Bee House	Evant
Bellmead	Waco
Benbrook	Fort Worth
Best	Big Lake
Beverly Hills	Waco
Black	Friona
Bob Lyons	Galveston
Bon Ami	Kirbyville
Bonanza	Whitney
Booth	Richmond
Boston	New Boston
Brooks AFB	San Antonio
Camp Verde	Center Point
Canyon Lake	New Braunfels
Castle Hills	San Antonio
Chalk	Paducah
Clarksville City	White Oak
Clear Lake Shores	Kemah
Clemville	Bay City
Clodine	Richmond
Cockrell Hill	Dallas
Cone	Ralls
Copper Mountain	Killeen
Creedmoor	Austin
Crystal Beach	Port Bolivar
Cut and Shoot	Conroe

Cypress Hill	Marble Falls
Dermott	Snyder
Dialville	Rusk
Dogwood	Woodville
Dunlay	Hondo
Early	Brownwood
Edom	Brownsboro
El Lago	Seabrook
Eliasville	South Bend
Everman	Fort Worth
Fair Oaks Ranch	Boerne
Fairview	McKinney
Farmers Branch	Dallas
Fife	Brady
Flower Mound	Lewisville
Forest	Alto
Forest Hill	Fort Worth
Fort Bliss	El Paso
Fort Hood	Killeen
Fort Sam Houston	San Antonio
Garden Ridge	San Antonio
Glazier	Canadian
Glenn Heights	Red Oak
Grangerland	Conroe
Granite Shoals	Marble Falls
Grey Forest	Helotes
Gun Barrel City	Mabank
Haltom City	Fort Worth
Harker Heights	Killeen
Heath	Rockwall
Highland Village	Lweisville
Hill Country Village	San Antonio
Hilltop Lakes	Normangee
Hollywood Park	San Antonio
Horizon City	El Paso
Horseshoe Bay	Marble Falls
Izoro	Copperas Cove
Jacinto City	Houston
Jersey Village	Houston
Jonestown	Leander
Keechi	Buffalo
Kelly AFB	San Antonio
Kemp	Seven Points
Kent	Van Horn
Kingwood	Humble

Kirby	San Antonio
Kirkland	Childress
Kline	Spring
Lackland AFB	San Antonio
Lago Vista	Leander
Laguna Park	Clifton
Lakehills	Pipe Creek
Lake Kiowa	Gainesville
Lakeway	Austin
Lake Worth	Fort Worth
Laughlin AFB	Del Rio
Leaday	Voss
Leary	Hooks
Leon Valley	San Antonio
Live Oak	San Antonio
Magnolia Springs	Kirbyville
Monroe City	Anahuac
Monte Alto	Edcouch
Mount Selman	Bullard
Mount Sylvan	Lindale
Nassau Bay	Houston
New Diana	Diana
North Port Arthur	Port Arthur
Northfield	Childress
North Richland Hills	Fort Worth
Oakleaf	Red Oak
Olmos Park	San Antonio
Ovilla	Red Oak
Panorama Village	Conroe
Park Row	Katy
Phillips	Borger
Port Acres	Port Arthur
Quintana	Freeport
Rancho Viejo	Olmito
Randolph AFB	Universal City
Redford	Presidio
Reno	Paris
Rio Bravo	Laredo
River Oaks	Fort Worth
Rockland	Colmesneil
Roganville	Kirbyville
Runaway Bay	Decatur
Sachse	Garland
Sagerton	Rule
Saginaw	Fort Worth

Sam Rayburn	Jasper
San Leon	Dickinson
Sargent	Bay City
Segno	Livingston
Selma	Schertz
Seven Points	Kemp
Shavano Park	San Antonio
Shenandoah	Conroe
Sheppard AFB	Witchita Falls
Shoreacres	La Porte
Singleton	Bedias
Sisterdale	Boerne
Slocum	Elkhart
Smithland	Jefferson
Socorro	El Paso
Southlake	Grapevine
Southland	Slaton
Spofford	Quemado
Sunnyvale	Red Oak
Sunrise Beach	Llano
Taylor Lake Village	Seabrook
Terrel Hills	San Antonio
Texon	Big Lake
The Colony	Lewisville
The Grove	Gatesville
The Woodlands	Spring
Trophy Club	Roanoke
Turnertown	Selman City
Turnersville	Gatesville
Twitty	Shamrock
Uhland	Kyle
V A Hospital	Houston
Valle De Oro	Boys Ranch
Vealmoor	Big Spring
Verhalen	Pecos
Vigo Park	Tulia
Warrenton	Round Top
Watauga	Fort Worth
West Lake Hills	Austin
West Orange	Orange
Wetmore	San Antonio
White Settlement	Fort Worth
WilfordHall USAF Hospital	San Antonio
Windcrest	San Antonio
Woodway	Waco

SANDCRAB Lite 6.0 Change Request

_____   _____   ____/____/_____
Name   **Title**   **Date**
_____
Reporting Facility
_____
Street Address
_____
City/State/Zip

CHECK ONE ONLY:

I am reporting: _____ **A Software Problem** _____ **A Software Enhancement**

DESCRIPTION OF ENHANCEMENT OR PROBLEM:

_____

_____

_____

_____

_____

_____

Attach an additional sheet if needed, or screen prints if they are useful in describing the enhancement or problem.

Please send or fax to:

Texas Department of Health
Texas Cancer Registry – SANDCRAB Lite
1100 West 49th Street
Austin, Texas 78756
Fax: (512) 458-7681
Phone: (512) 458-7523 –or- 1-800-252-8059

INSTRUCTIONS FOR COMPLETING TRANSMITTAL FORM

The information on the Transmittal Form (TF) TCR #2 assists the TCR in processing reported data. Enclose a TF whenever you submit data (electronically or by paper). A separate TF **does not** need to be completed for each accession year.

REPORTING FORMS *AND* ELECTRONIC SUBMISSIONS

REPORTING FACILITY: Record the name and address of the reporting facility.

DATE SENT: Record month, day, and year.

FACILITY CONTACT: Record name, title, and department.

PHONE: List area code, number, and extension.

FAX #: List area code and number

E-MAIL ADDRESS: Record e-mail address

REPORTING FORMS/ELECTRONIC SUBMISSIONS:

YEAR OF ADMISSION: Record the year(s) for which records are being submitted.

TOTAL RECORDS SENT: Record the actual number of records submitted.

TOTAL MEDICAL RECORDS SENT: Record the actual number of copies of medical records submitted.

ALL FORMS SUBMITTED FOR YEAR: Indicate whether or not casefinding and abstracting have been completed for a registry year.

COMMENTS: Record any pertinent comments.